

**ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**  
**Tuesday, January 11, 2022**  
**AGENDA**

- I. Call to order
- II. Announcements
- III. Public Comment [3-minute limit]
- IV. Approval of October 12, 2021 Minutes, Regular Meeting,
- V. Approval of the January 11, 2022, Meeting Agenda
- VI. Acceptance of Financial Report, FY2022 Q2. prepared by Mamie Fike
- VII. Committee Reports
  - Ad-Hoc Committee review of Constitution and By-Laws
  - Building/Grounds Committee – East Side Library
  - Foundation Committee
  - Friends of the Library
  - Winterville
- VIII. Director's Report
- IX. Communications
- X. New Business
  - Book Action Committee – Request For Reconsideration, Zola DVD
  - Finance Committee – Budget FY2023
- XI. Board Actions
  - Approval of FY2023 budget request
- XII. Old Business
- XIII. Adjourn

**Next Meeting – April 12, 2022 at 4 pm**

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of January 11, 2022 Meeting**

**Via Zoom, 4:00 pm**

Chair Russell called the meeting to order at 4:06 pm. Trustees in attendance are Ms. Bogue, Ms. Brickman, Ms. Boydston, Ms. Clarke, Ms. Cullen, Ms. Hall, Mr. Mason, Mr. Jordan, Mr. Mason, Ms. Ritter, Chair Russell, Mr. Vernotico, Mr. Timmons, Ms. Kalim, and Mr. Woods. Absent were Ms. Hunt, and Ms. Cox. Staff members present were Ms. Bell, Ms. Price, Ms. Schuman, Ms. Plaksin, Ms. Shimobi-Obijuru, Ms. Green, Ms. Fike, Ms. Mayfield, Ms. Flanigan, Ms. Eades and Ms. Eades.

#### **Announcements:**

- Chair Russell welcomed new Board member Charlene Brickman and announced that Ms. Price will put together notebooks for each Board member. The notebooks will serve as a dedicated place to keep meeting minutes, and other important information.

#### **Public Comment:**

None

#### **Approval of Minutes:**

- The draft minutes of the October 12, 2021 meeting were unanimously approved with edits. (motioned by Ms. Bogue, seconded by Mr. Jordan)

#### **Approval of Agenda:**

- The January 11, 2022 Meeting Agenda was adopted and unanimously approved. (motioned by Ms. Ritter, seconded by Ms. Bogue)

#### **Financial Report:**

- Ms. Fike presented the financial report. She reported that expenditures are at 47.10%. Fines and fees are where they should be for the 2nd quarter.
- FY2022-Q2 Financial Report was unanimously accepted. (motioned by Mr. Vernotico, seconded by Ms. Bogue)

#### **Committee Reports:**

- Mr. Woods reported on the Ad-Hoc Committee's review of the ACCL Constitution and Bylaws. The committee reviewed each document. The committee had no recommendations for changes. Chair Russell recommended that pronouns are updated to be inclusive and gender neutral. Mr. Woods and the committee will update the pronouns before the April meeting. New review dates will be recorded.

- **Building/Grounds Committee**

Ms. Russell reported that the East Side User Group meets twice a month virtually. The group visited Forsyth Libraries. Potential firms will visit ACCL on February 9th, and interviews will take place in March.

- **Finance**

Ms. Bogue gave the report. She reported the end of year report from Merrill Lynch as \$1,669,550 (ROR). Ms. Bogue also shared that like Friends of the Library, The Foundation was created to support the Library. They are planning an event in April. The Foundation currently has nine members, and they are currently seeking new members and officers. She also reported that consultant David Baker's contract is up for renewal.

Chair Russell commented that she would like to clarify The Foundation is not the Finance Committee. She stated that Section 3 of the Constitution should include Finance, Personnel, and Foundation.

Director Bell added that we do have a Foundation established in the By Laws and Constitution, but it may say "Endowment".

- **Friends of the Library**

Ms. Kalim gave the report for the Friends. She thanked everyone for helping with the booksale. She was pleased to report that the booksale made \$16,000. The Spring Book Sale will be March 30th - April 2nd.

There is a Cafe au' Libris event coming up, and a Poetry Night is being planned.

- **Winterville**

Mr. Scott gave the report. The Library borrowed the storywalk from Oconee Library and placed it on the Firefly Trail. It was very well received, and the Mayor requested it stay up longer.

Mr. Scott informed the Board that all Winterville Advisory Board seats are filled. The Secretary position is still open, but will be assigned soon.

Holiday In The Square was a huge success.

### **Director's Report:**

Strategic Planning is underway. We received six proposals. Director Bell is reviewing the proposals with Resource Team members, and ARLS BOT members Steve Mason (ACCL), Mike Garner (Oglethorpe), and Fred Lutz (Oconee). She invited more Board members to join the team.

After being postponed due to covid, Ms. Bell was happy to report the Montgomery Bus Trip with CCSD is back on! The group will meet to plan this week.

The PLAY (Public Library Access for Youth) Card is moving forward. Rollout is scheduled for May.

The Jeanette Rankin Foundation would like to use the meeting rooms for their "It's Time To Talk" Event. Ms. Bell stated that they are willing to pay for the meeting rooms, but our policy states all events held at the Library must be free and open to the public. This event is not free and open to the public. All funds will go to the Jeannette Rankin Scholarship Fund. Director Bell then asked the Board to weigh in.

- Ms. Cullen asked if we could get around the cost issue by charging less or by charging J.R.F. for any public waiting to attend.
- Ms. Brickman asked if a donation could be made to attend. Mr. Woods commented that by doing so, it wouldn't leave it open to the public.
- Chair Russel asked if J.R.F. could purchase a table or two for the public.
- Ms. Bogue expressed concern about "suspending the rules." Ms. Bell agreed that it could be a slippery slope.
- Mr. Jordan asked if it was likely that the public would show up to the event.
- Ms. Cullen commented that suspending the rule for this event, could set a precedent that is not in our best interest.

Mr. Woods made the motion to not approve the Jeanette Rankin Foundation to use the rooms for the event because it is not in line with our policy. (Moted by Mr. Woods, seconded by Ms. Cullen. Opposed by Mr. Vernotico) *Action Item*

- Mr. Vernotico stated that the Library should not be in the business of saying "No".
- Ms. Ritter shared that she has participated in "It's Time To Talk" for years and it would be nice to give the community a chance to participate. She added it would also be good for the Library.

Mr. Vernotico motioned to amend the previous motion, and tell J.R.F. that they are welcome to use the rooms for the event as long as it is open to the public. (motioned by Mr. Vernotico, seconded by Mr. Woods) *Action Item*

#### **Communications:**

None

#### **New Business:**

- **Book Action Committee - Request For Reconsideration, Zola DVD**  
Ms. Cullen expressed that she thinks the committee needs a new name that is Inclusive of all library materials.  
A Madison County Library Patron reported DVD, Zola. The patron said the movie was soft porn and wanted it removed from the shelf, or labeled with a warning. The committee reviewed the DVD and unanimously recommended no withdrawal and no additional labeling. She added that the movie is already rated R, and it received great reviews. The Board voted to accept the recommendation of the Book Action Committee. (motioned by Ms. Cullen, seconded by Ms. Bogue) *(Action Item)*
- **Finance Committee - Approval of FY2023 Budget Request**  
Director Bell presented two budget request options. She informed the Board that the FY2023 Budget was sent to the Finance Committee for review. A three year proposal was planned that would move base pay from \$10 to \$16 per hour over the next 3 years, and attempt to limit wage compression.
  - Ms. Cullen expressed that she thinks 3 years is an easy out. Three years is too long

- Ms. Hall added that fast food chains are raising their pay, and we should ask for the full amount to stay competitive, but we should also have a back up plan.
- Ms Cullen suggested that we not show the 3 year plan on the second option.
- Mr. Vernotico commented that wage compression is an issue. Very little difference in pay between regular staff and leadership staff, could cause morale issues. He added that everyone needs a living wage.
- Ms. Cullen commented that all BOT members should attend the budget hearing.

The board voted to approve the FY2023 budget request. (motioned by Mr. Vernotico,  
seconded by Mr. Mason)

#### **Board Actions:**

- Approve the Jeanette Rankin Foundation's use of the meeting rooms for "It's Time To Talk" event, as long as it is open to the public. (motioned by Mr. Vernotico, seconded by Mr. Woods) unanimously approved
- Acceptance of the Book Action Committee's recommendation - Request For Reconsideration, Zola DVD (motioned by Ms. Cullen, seconded by Ms. Bogue) unanimously approved
- Approval of FY2023 budget request (motioned by Mr. Vernotico, seconded by Mr. Mason) unanimously approved

#### **Old Business:**

None

**Meeting was adjourned at 5:22 p.m. by Chair Russell** (moved by Mr. Vernotico, seconded by Mr. Woods) Unanimously approved

**Next Meeting April 12, 2022 at 4:00 p.m.**

# **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

**Tuesday, April 12, 2022**

## **AGENDA**

- I. Call to order
- II. Announcements
- III. Public Comment [3-minute limit]
- IV. Approval of January 11, 2021 Minutes, Zoom Meeting
- V. Approval of the April 12, 2022, Meeting Agenda
- VI. Acceptance of Financial Report, FY2022 Q3. prepared by Mamie Fike
- VII. Committee Reports
  - Friends of the Library
  - Winterville
  - Endowment
- VIII. Director's Report
- IX. Communications
  - Note from Julie Walker
- X. New Business
  - FY22 Temporary Budget Approval
- XI. Board Actions
  - Move to waive fines for existing student library cards (approx. \$92,000)
- XII. Old Business
  - 2022 Committees List
  - Approved review of the Constitution and By-Laws
- XIII. Adjourn

**Next Meeting – July 12, 2022 at 4:00pm**

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of April 12, 2022 Meeting**

**ACCL Multipurpose Room A, 4:00 pm**

Chair Russell called the meeting to order at 4:00 pm. Trustees in attendance are Ms. Bogue, Ms. Brickman, Ms. Clarke, Ms. Cullen, Ms. Hall, Mr. Mason, Mr. Jordan, Ms. Cox, Ms. Ritter, Chair Russell, Mr. Timmons, Ms. Kalim, and Mr. Woods and Mr. Scott. Absent were Ms. Boydston, Ms. Hunt, and Mr. Vernotico. Staff members present were Ms. Bell, Ms. Price, Ms. Schuman, Ms. Plaksin, Ms. Shimobi-Obijuru, Ms. Green, Ms. Fike, Ms. Mayfield, Ms. Flanigan, Ms. Eades, and Ms. Ballard.

#### **Announcements:**

- Chair Russell announced that Ms. Price has notebooks available for each Board member. The notebooks will serve as a dedicated place to keep meeting minutes, and other important information.

#### **Public Comment:**

None

#### **Approval of Minutes:**

- The draft minutes of the January 11, 2022 meeting were unanimously approved (motioned by Ms. Hall, seconded by Ms. Bogue)

#### **Approval of Agenda:**

- The April 12, 2022 Meeting Agenda was adopted and unanimously approved. (motioned by Mr. Timmons, seconded by Mr. Woods)

#### **Financial Report:**

- Ms. Fike presented the financial report. She reported expenditures at 70.87%, and revenue at 73.49%.
- FY2022-Q3 Financial Report was unanimously accepted. (motioned by Ms. Bogue, seconded by Mr. Jordan)

#### **Committee Reports:**

- **Friends of the Library**

Ms. Kalim gave the report. She reported that the Friends had another successful book sale, and thanked everyone for their help. The book sale raised approximately \$17,700.00.

They are interviewing for 7 available positions on the FOL Board.

The Friends are excited about several upcoming events. A poet will visit the library on April 26th, and a Mary Early event is scheduled for April 28th. They are also planning an event with a local author, and continue to plan this year's Family Fun Day.

Ms. Ritter asked how FOL events are advertised.

Ms. Kalim said the Friends work with Rhiannon Eades (PIO), as well as advertise in the Flagpole, and post signs in the Library.

Ms. Ritter suggested a PSA on WUGA. Chair Russell requested the BOT be added to the mailing list for upcoming events.

- **Winterville**

Mr. Scott gave the report. He was excited to report that the Library Assistant position has been filled, and there are now two staff members at the library.

Deirdre Murray did an outreach storytime at the Georgia Museum of Art that was very well received.

Deirdre was asked to participate in the Marigold Market Easter Festival.

The opening of the Carter-Coile County Doctor's Museum on May 14th is likely to bring more traffic to the library, and they are excited about that.

- **Finance**

Ms. Bogue gave the report. She reported the Merrill Lynch account at \$1,589,523.00. She invited the Trustees to the upcoming Foundation Event and encouraged all members to invite friends and associates.

The Foundation Event will be held on April 22nd, at 6:30pm, and will serve as an introduction of library services to the community. Library workers will be present to show and tell attendees about all the different services offered at the Library. Attendees will have a chance to invest in the Foundation to help sponsor future events.

Ms. Bell encouraged the Trustees to invite future donors and informed them that this is the perfect opportunity to support the Eastside Library. Trustees should RSVP with Sue if they plan to attend.

## **Director's Report:**

Director Bell reported the unfortunate news of State Librarian Julie Walker's mother's passing. A card and Peace Lily plant was sent to Ms. Walker on behalf of ARLS. Julie sent a wonderful thank you note that was included in the documents given to each Trustee.

Both State houses have passed the FY22 amended budget, and it has been signed by the Governor. The final version includes raises for state employees and state-reimbursed positions, \$3 million for MRR, and \$2 million for technology grants. Ms. Bell stated the technology needs will be purchased first. She is working with Ms. Fike to divide the \$5,000 increase among FTE employees.

Ms. Bell opened the floor to Ms. Fike to discuss the approved FY23 budget. Ms. Fike reported the following:

- materials funding increased to \$.60 per capita
- \$900,000 for Oconee County Library, Athens Regional System, Watkinsville, Oconee County (Wire Park)
- \$2 million for the Eastside Branch Library, Athens Regional Library System, Athens, Clarke County



Director Bell added that Ms. Ritter is on the site selection committee (Eastside) and their next meeting will be May 1, 2022.

She thanked everyone who contacted legislators to ensure these allocations remained in the budget.

Chair Russell, Director Bell, and Ms. Fike attended the ACC budget hearing on January 22nd. Ms. Bell thanked Ms. Russell for the great job she did explaining our request for \$420,000.

Ms. Bell reported that the annual AUP is complete. We were cited with 3 findings, but overall, were pleased with the outcome.

National Library Week was April 3rd - 9th. The theme this year is "Connect With Your Library."

April 5th was National Library Workers Day. The Friends of the Library brought goodies for the entire staff. We gave our sincere thanks for all that they do for the Library. We have applied for the Jon Cotton Dana Award. We highlighted the work we accomplished around the events and programs for the book "Stamped."

On March 31st we participated in the Jeannette Rankin Foundation's "It's Time to Talk" event again this year. The guest speaker was professional baseball player, current author of 3 children's books, and an adult book set to publish in 2023, Chris Singleton. Sadly, Chris' mother was one of the victims of the Emanuel AME church shooting in downtown Charleston, South Carolina. As part of our partnership with the Jeanette Rankin Foundation, we were able to have Chris Singleton speak at the Library on March 31st. Our Friends group purchased 75 copies of his book that were given away free to attendees.

Also partnering with JRF and CCSD, the Montgomery bus trip to visit The National Memorial for Peace and Justice is back on! The trip will take place on May 11th, and we are currently accepting reservations. Each ticket costs \$25 and students go for free.

Valerie Bell, Toby Mayfield, Sue Plaksin, and Rita Shoemaker attended Library Legislative Day on March 10th. They met four representatives and handed out 10 gift bags. The bags included promotional materials and a 3D printed miniature UGA football jersey celebrating the Dawgs' National Championship win.

Strategic planning is underway. The expected completion month is January 2023.

Kaptiv8, our web developer, started on our new website. The expected completion date is some time in August.

Materials for the hearing loop are on order. The vendor is experiencing supply chain issues, but believes that all materials will be in and he will be able to start installation in September.

Director Bell is serving on the county's Juneteenth Committee. It has been an opportunity to get to know and work with different non-profit organizations in Athens.

Van Burns, our Reflective, Sharing, Learning (RSL) Coordinator retired on March 31.

Holly Bowden, our Collection Management Coordinator, will retire in June.

## **Communications:**

Val Chair Russell read a thank you note from State Librarian Julie Walker. Julie thanked

And ARLS for "the beautiful peace lily you sent to my mom's service last week...During a difficult day, you allowed me to feel surrounded by your comfort and kindness."

### **New Business:**

- FY22 Temporary Budget Approval
  - Ms. Bell and Ms. Fike asked for approval to extend the budget for 2 weeks so that the library is able operate in July. Numbers will not change. (motioned by Ms. Bogue, seconded by Mr. Timmons) Unanimously approved. **Action Item**

### **Board Actions:**

- Move to waive fines for existing student library cards.
  - Ms. Bell added that the PLAY Card has not gone out yet and does not accrue fines.
  - Mr. Scott asked if fines will affect a student being able to get a PLAY Card. Ms. Bell answered no.
  - Ms. Brickman commented that we probably won't recover most of the fees, and waiving the fees would be a good PR move.
  - Mr. Timmons asked about recouping fees. Ms. Bell said that we tried in the past, and it wasn't very successful.(motioned by Ms. Cullen, seconded by Ms. Clark) unanimously approved. **Action Item**

### **Old Business:**

- 2022 Committees List  
The Committees List was included in each Trustees folder of documents. Chair Russell instructed the Trustee whose name appears first on each committee, to communicate with other committee members to vote for Chair of each committee.
- Approve review of the Constitution and By-Laws  
Ms. Cox, Ms. Hunt, and Mr. Woods looked over the Constitution and By-Laws. The By-Laws were reviewed in 2021. Some of the committee names are different in the Constitution.  
Ms. Russell made the suggestion to edit the Constitution, rather than amend or change the philosophy.  
Mr. Woods suggested a section on online meetings should be included. Ms. Hall and Mr. Timmons agreed that the language should be edited to include digital meetings.

**Meeting was adjourned at 5:00 p.m. by Chair Russell** (moved by Ms. Bogue, seconded by Ms. Cox) Unanimously approved

**Next Meeting July 12, 2022 at 4:00 p.m.**

# **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

**Tuesday, July 12, 2022**

**I. Call to order**

4:01 pm

**II. Announcements**

None

**III. Public Comment [3-minute limit]**

None

**IV. Approval of April 12, 2022 Minutes**

(Motioned by Mr. Timmons, seconded by Ms. Hunt) unanimously approved

**V. Approval of the July 12, 2022, Meeting Agenda**

(Motioned by Ms. Hunt, seconded by Mr. Vernotico) unanimously approved

**VI. Acceptance of Financial Report, FY2022 Q4. prepared by Mamie Fike**

(Motioned by Ms. Bogue, seconded by Mr. Vernotico) unanimously approved

**VII. Committee Reports**

- Friends of the Library

- Winterville

- Endowment

**VIII. Director's Report**

**IX. Communications**

None

**X. New Business**

- Hanging of the plaques

(Motioned by Mr. Timmons, seconded by Mr. Vernotico) unanimously approved

**XI. Board Actions**

- Approval of final FY23 budget

(Motioned by Mr. Vernotico, seconded by Mr. Scott) unanimously approved

- Approve annual fine forgiveness for new PLAY Card holders

(Motioned by Ms. Hunt, seconded by Ms. Bogue) unanimously approved

- Approval of security services restricted funds for FY2023

(motioned by Mr. Scott, seconded by Mr. Timmons) unanimously approved

**XII. Old Business**

- Approve edits made to Constitution and By Laws

unanimously approved

**XIII. Adjourn**

5:11 pm (motioned by Mr. Timmons, seconded by Mr. Vernotico) unanimously approved

**Next Meeting – October 11, 2022 at 4:00pm**

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of July 12, 2022 Meeting**

**ACCL Multipurpose Room A, 4:00 pm**

Chair Russell called the meeting to order at 4:01 pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Hunt, Mr. Mason, Ms. Cox, Ms. Ritter, Chair Russell, Mr. Timmons, Mr. Vernotico, Ms. Kalim, and Mr. Scott. Absent were Ms. Clark, Ms. Cullen, Ms. Brickman, Ms. Hall, Mr. Jordan, and Mr. Woods. Staff members present were Ms. Bell, Ms. Price, Ms. Josey, Ms. Shimobi-Obijuru, Ms. Green, Ms. Eades, Ms. Fike, and Ms. Plaksin.

#### **Announcements:**

None

#### **Public Comment:**

None

#### **Approval of Minutes:**

- The draft minutes of the April 12, 2022 meeting were unanimously approved (motioned by Mr. Timmons, seconded by Ms. Hunt)

#### **Approval of Agenda:**

- The July 12, 2022 meeting agenda was adopted and unanimously approved. (motioned by Ms. Hunt, seconded by Mr. Vernotico)

#### **Financial Report:**

- Ms. Fike presented the financial report. She reported expenditures at 96.115%, and revenue at 97.28%. The fiscal year ended with a \$26,380 surplus. The FY2022-Q4 Financial report was presented, and Ms. Fike opened the floor for questions. Passports brought in an extra \$24,000 this year. Ms. Bell thanked Trudi Green and the passport staff for their hard work. Ms. Green was happy to inform the Board that the part time passport agent position had finally been filled.
- FY2022-Q4 Financial Report was unanimously accepted. (motioned by Ms. Bogue, seconded by Mr. Vernotico)

#### **Committee Reports:**

- **Friends of the Library**  
Ms. Green gave an update until Ms. Kalim arrived. Ms. Green reported that Ms. Kalim is now the president of the Friends of Library. The Friends have quite a few new members and officers. Family Fun Day was a great success. Chair Russell requested that the new liaison send a note to Ms. Kalim.

Ms. Kalim arrived later and gave the report. She thanked everyone who came to the annual meeting. She was happy to report that 500 bags were distributed. The Friends raised \$15,292 at the Spring Book Sale. The Fall Book Sale will take place September 28 thru October 1.

They welcomed five new Board members who bring lots of community experience to the group. She would like to speak with the Friends again regarding running the library store.

April McDaniel was named the new Vice President.

Kristen Linthicum is the new liaison.

- **Winterville**

Mr. Scott gave the report. He was excited to report that the library received a small grant from the Rosalynn Carter Butterfly Trail.

The constitution and bylaws will be reviewed at their next Board meeting.

They've had a successful concert series hosted by the Friends every Saturday.

Mr. Scott also reported the resignation of Susan Sellew effective August 10.

- **Foundation**

Ms. Bogue gave the report. She reported that the ACCL Foundation had a very successful event in April. Attendees were given tours of the library and learned about all the services offered. Guests were pleasantly surprised to find out that we have a social worker on staff. Teen volunteers spoke about their experience with the library, and staff signed attendees up for library cards. Several guests donated to the Endowment the next month.

### **Director's Report:**

The Library partnered with the Jeanette Rankin Foundation and Clarke County School District for a day trip to visit the National Memorial for Peace and Justice and the Legacy Museum in Montgomery, AL. The community was able to purchase tickets for \$25 each, and students were able to attend for free. We chartered 2 buses, one for adults, and the other for CCSD students. The visit to the Museum and Memorial was both moving and educational. It was a wonderful opportunity to build relationships within the community, and we received positive feedback.

We continue to work on the website, and hope to have it completed soon. A sample of the new website will be presented to the Regional Board for review at the Regional Board meeting next Thursday.

The Library Foundation will be featured on the new website. Kindul, our donor platform, will make donating effortless, enable us to easily track donors, send thank you notes, and develop a list of current and past donors. The cost is \$1,500 a year. This purchase will go before the Regional Board.

Director Bell was excited to report that we have received a \$10,000 donation for a future Sensory Room, and another \$10,000 coming in the near future.

Strategic planning continues. The patron survey has been completed, and we are now working on public focus groups, and interviewing community leaders.

Ms. Bell asked Public Information Officer, Rhiannon Eades, to speak about the upcoming Get Library Carded campaign that will happen in September for National

Library Card Sign-up Month. Ms. Eades said she is very excited about the campaign this year, and she's looking forward to partnering with more local businesses.

There have been covid outbreaks among staff throughout the region. The staff mask mandate has been put back in place. This decision was made because the new strain is highly contagious, and we are already dealing with staffing shortages due to staff being out sick. There may be a small number of staff that are not happy with the decision.

The East Side User Group continues to meet. They have narrowed the possible location down to 3 areas. They will work with a matrix to make the decision. Ms. Ritter added that the public will have an input on everything.

Director Bell asked Nike' Shimobi-Obijuru, Circulation Services Coordinator, to give an update regarding the PLAY Card and fee forgiveness. Ms. Obijuru informed the Board that the total amount of fees forgiven for students is approximately \$25,000.

She asked the Board if fine forgiveness would happen annually, or if forgiveness would only happen this one time. The Board unanimously agreed upon annual fee forgiveness for new PLAY card holders. **Action Item**

Ms. Bell informed the Board that the first Foundation event was a great success. It was a great opportunity to let the community get acquainted with the library. Attendees were very engaged and pleased. Five attendees signed up for new library cards, and 5 people got their cards renewed. She thanked the members of the Endowment Board, as well as everyone who helped make the event a success.

We have a new security company, Phoenix Security Solutions. Rivington Kendrick (owner) has worked with the library in the past, and provided excellent security services. He is being paid the same hourly rate as the previous security company. We have noticed a significant improvement since Rivington has been at the library. His start date was June 1, 2022, and his hours are 11am until 9pm. **Action Item**

I have increased the salary of the cleaning service company by \$2,000. They have not had an increase since 2016, when they were given a \$1,000 increase. The price of keeping the bathrooms stocked after covid has increased almost three times as much as before.

Holly Bowden has retired as Collections Manager after 25 years of service. Lindsay Josey has been selected to take her place.

#### **Communications:**

None

#### **New Business:**



- Hanging of the plaques. (Motioned by Mr. Timmons, seconded by Mr. Vernotico) unanimously approved.

**Board Actions:**

- Approval of the final FY23 Budget  
(motioned by Mr. Vernotico, seconded by Mr. Scott) unanimously approved.
- Approve annual fine forgiveness for new PLAY Card holders. (motioned by Ms. Hunt, seconded by Ms. Bogue) unanimously approved.
- Approval of security services restricted funds for FY23. (motioned by Mr. Scott, seconded by Mr. Timmons) unanimously approved

**Old Business:**

- Approve edits made to the Constitution. Unanimously approved

Chair Russell added that Ms. Price should add “edits approved 7/12/2022” to the top of the Constitution.

Digital Meetings will be revisited in October when the By Laws are reviewed.

**Meeting was adjourned at 5:11 p.m. by Chair Russell** (motioned by Mr. Timmons, seconded by Mr. Vernotico) Unanimously approved

**Next Meeting October 11, 2022 at 4:00 p.m.**



**ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**  
**Tuesday, October 11, 2022**  
**AGENDA**

I. Call to order

4:00 p.m.

II. Announcements

Chair Russell announced the resignation of 2 Board members, Alice Hunt and Ruth Vernotico. Both moved out of the region and had to resign from the Board. The Board thanked them for their service.

III. Public Comment [3-minute limit]

- Tranteegus Allen

Ms. Allen, a previous Branch Manager at the Pinewoods Branch who resigned, spoke to the Board. She expressed her frustration with upper management and the lack of training she received to prepare her for the role as the Pinewoods Branch Manager.

IV. Approval of July 12, 2022 Minutes - Unanimously approved.

Motioned by Ms. Bogue, seconded by Mr. Timmons

V. Approval of the October 11, 2022, Meeting Agenda - Unanimously approved.

Motioned by Mr. Timmons, seconded by Mr. Woods

VI. Acceptance of Financial Report, FY2023 Q1. prepared by Mamie Fike

Unanimously accepted

VII. Committee Reports

- Friends of the Library
- Winterville
- Foundation
- Personnel and Nominating

VIII. Director's Report

IX. Communications - None

X. New Business - None

XI. Board Actions

- Review Board members terms  
Some term discrepancies were found. Chair Russell will review with Ms. Price and the roster will be reviewed in January.
- Ratify NexGen Exterminators contract - Unanimously approved  
Motioned by Ms. Cox, seconded by Ms. Bogue
- Review and approve restricted funds  
Tabled until January meeting
- Review and approve Police Agreement - Unanimously approved
- Approval for GLS FOL to host fundraising event at the library - Unanimously approved  
Motioned by Ms. Brickman, seconded by Ms. Bogue
- Board approval of the following nominations by the Personnel and Nominating Committee  
Chair - Jane Russell  
Vice Chair - Steve Mason  
Treasurer - Stephanie Hall  
Motioned by Ms. Cox, seconded by Mr. Jordan

XII. Old Business

- Approve review of By Laws

Ms. Russell requested that Mr. Woods send the reviewed documents via email to all Board members. An electronic vote will be taken.

XIII. Adjourn

5:08 pm

**Next Meeting – January 10, 2023 at 4:00pm**

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of October 11, 2022 Meeting**

**ACCL Multipurpose Room A, 4:00 pm**

Chair Russell called the meeting to order at 4:01 pm. Trustees in attendance are Ms. Bogue, Ms. Clark, Ms. Cullen, Ms. Brickman, Ms. Hall, Mr. Jordan, Ms. Cox, Ms. Ritter, Chair Russell, Mr. Timmons, Mr. Woods, and Mr. Mason. Absent were Ms. Boydston, Ms. Linthicum, and Mr. Scott. Staff members present were Ms. Bell, Ms. Price, Ms. Josey, Ms. Shimobi-Obijuru, Ms. Green, Ms. Fike, Ms. Mayfield, Ms. Stangle, and Ms. Plaksin.

#### **Announcements:**

Chair Russell announced that Mr. Vernotico and Ms. Hunt had both moved out of the county, and therefore had to resign from the Board. He expressed his appreciation for their service.

#### **Public Comment:**

Ms. Tranteegus Allen - Ms. Allen, a previous Branch Manager of the Pinewoods Branch spoke to the Board. She expressed her frustration with upper management caused her to resign. She added that due to a lack of training, she was not prepared for the role as Pinewoods Branch Manager. Ms. Allen also expressed concern regarding money missing from a past deposit.

After six minutes of speaking, Chair Russell reminded Ms. Allen of the 4 minute Public Comment limit. Ms. Allen was allowed to speak for another minute. The Board thanked her, and informed her that the trustees are not involved in HR related issues. Chair Russell directed Ms. Allen to Human Resources if she needed to to discuss any HR related issues. Ms. Allen left the meeting.

Chair Russell opened the floor for questions from the Board.

Ms. Cullen inquired about the alleged missing money. Ms. Mayfield replied that there was no money missing. When the prior deposit was made, the register was not "zero'd" out. This caused the report to contain an error. Ms. Fike and the business office verified and confirmed that there was no money missing.

Mr. Jordan asked if there is a probationary period.

Ms. Bell stated that there is a probationary period of 90 days. Within the 90 days Ms. Allen was given a Performance Improvement Plan, and she later resigned.

#### **Approval of Minutes:**

- The draft minutes of the July 12, 2022 meeting were unanimously approved. (motioned by Ms. Bogue, seconded by Mr. Timmons)

### **Approval of Agenda:**

- The October 11, 2022 meeting agenda was adopted and unanimously approved. (motioned by Timmons, seconded by Mr. Woods)

### **Financial Report:**

- Ms. Fike gave the report. We are doing well in the first quarter. She reported expenditures at 20%, and revenue at 24.45%. The FY2023-Q1 Financial report was presented, and Ms. Fike opened the floor for questions. Mr. Jordan asked how SPLOST funds were spent. Ms. Fike stated that SPLOST funds are spent on a variety of materials for ACCL. Ms. Ritter asked if there is a time limit on spending SPLOST funds. Ms. Fike replied, no.
- FY2023-Q1 Financial Report was unanimously accepted.

### **Committee Reports:**

- **Foundation**

Ms. Bogue gave the report. She reported that the ACCL Foundation met in September. They were happy to welcome a new member, Gwen O'Looney. The Foundation approved the purchase of our new donor platform, Kindful. Donors will be able to give to the Foundation, or across the Region; it makes giving very easy. Members also approved spending for Consultant David Baker, hearing loops, Quickbooks, Urban Library Council, and ReImagine. The current balance of the Merrill Lynch account is 1,421,000. The market is down.

- **Winterville**

Mr. Scott was not present to give the report.

- **Friends of the Library**

Ms. Linthicum sent the report electronically. Ms. Russell gave the report. The Friends are focused on the book sale. Despite having to pause briefly because of the library closing, they were able to resume the sale when the library opened, and were very pleased with the turnout.

They are excited to welcome two new members. There will be a Cafe au Libris event on Tuesday.

- **Personnel and Nominating**

Ms. Cox gave the report. They are currently building a slate of officers.

The committee would like to nominate the following: Steve Mason as Vice Chair, Jane Russell as Chair, and Stephanie Hall as Treasurer. The nominations were unanimously approved. (motioned by Ms. Cox, seconded by Mr. Jordan) *Action Item*

### **Director's Report:**

Director Bell started by introducing Lindsay Josey as the new Collections Manager. Ms. Josey brings a host of knowledge to the position, and worked for several years alongside our previous Collections Manager Holly Bowden.

Ms. Bell attended the Director's Meeting in September. She reported that the State has made some suggestions and decisions that will affect the library system and will go before the Regional Board for a vote.

President's Day will be added as a holiday due to the PINES Executive Committee approving to change the upgrade date from MLK Day to President's Day. The PINES upgrade will take place on February 19, 2024.

The Executive Committee also voted to eliminate the lost library card fee.

We have received a request from Friends of Georgia Library Service for the Blind to use our meeting rooms to host a fundraiser. According to policy, only our Friends and Foundation are allowed to hold fundraisers in the meeting rooms.

Ms. Bell presented a request from the Georgia Friends of the Library President Dan Aldridge. Ms. Bell stated that all amounts collected at the fundraiser would go towards future Friends of GLS programming in Athens, and she thinks it's a good idea.

Ms. Cox: Is the event open to the public?

Ms. Bell: Yes

Chair Russell: There's no requirement to attend?

Ms. Bell: No

The Board voted unanimously to allow Friends of GLS to host a fundraiser in the meeting rooms. (motioned by Ms. Brickman, seconded by Ms. Bogue) *Action Item*

We will host a Board training session for new Board members. The training will cover the roles and responsibilities of Library BOT Members. The training will most likely be held in February, last about 2 hours, and dinner will be provided. This will be a great refresher course for current Board members, and Ms. Bell encouraged everyone to try to attend.

Staff Development Day (SDD) will be held on Thursday, November 17. The theme this year is "Building Our Future Together." Our Keynote speaker this year is Miguel Figueroa, President and CEO of Amigos Library Services, and former Director of ALA Center for the Future of Libraries. Thank you to the Friends for providing lunch.

Strategic Planning is going well. We held several planning sessions over the last quarter with Trustees and the Planning Committee. Staff retreats are scheduled for October 12-15. Every branch will be represented, and the final planning sessions will be held during Staff Development Day.

Ms. Bell informed the Board that she has requested and signed an ACCPD Authorization to Search Exterior of Premises document. The library grounds, and Kathryn Ames Circle have had a lot of vagrancies. Security reports also indicate some illegal activity. Ms. Bell presented the Board with the police agreement for their review and approval. She hopes the agreement will aid in enforcing the overnight camping policy.

Ms. Cullen asked how does staff know who is banned, and if security patrols the Kathryn Ames circle. Director Bell replied that all banned patrons are kept in a security binder, and security patrols the circle, however, an officer with authority would be helpful. Our security can not arrest, or move anyone loitering in that area.

Ms. Bell added, patrons are always given a warning. The Board unanimously approved.

*Action Item*



**Communications:** None

**New Business:** None

**Board Actions:**

- Review Board Members Terms - Chair Russell asked members to review their information for accuracy. Ms. Hall and Ms. Clark will need to apply for a second term. Some Board members noticed discrepancies in the terms listed. Ms. Russell instructed Ms. Price to update the list with any corrections, and the Board will review it in January.
- Ratify NexGen Exterminators contract - (motioned by Ms. Cox, seconded by Ms. Bogue) unanimously approved.
- Review and approve restricted funds - Chair Russell tabled until January
- Review and approve police agreement - (motioned by Cox, seconded by Mr. Jordan)
- Approval for GLS FOL to host fundraising event at the library - Unanimously approved  
Motioned by Ms. Brickman, seconded by Ms. Bogue
- Board approval of the following nominations by the Personnel and Nominating Committee  
Chair - Jane Russell  
Vice Chair - Steve Mason  
Treasurer - Stephanie Hall  
Motioned by Ms. Cox, seconded by Mr. Jordan

**Old Business:**

- Approve review of By Laws  
Ms. Russell requested that Mr. Woods send the reviewed documents via email to all Board members. An electronic vote will be taken.

**Meeting was adjourned at 5:08 p.m. by Chair Russell** (motioned by Ms. Bogue, seconded by Mr. Jordan) Unanimously approved.

**Next Meeting January 10, 2023 at 4:00 p.m.**